Saskatchewan
Legislative
Assembly

# Annual Report

## Saskatchewan
## Legislative Library

for the period ending
March 31, 2006

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2007-01394/

Saskatchewan
Legislative Library

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Legislative Librarian

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November 22, 2006

The Hon. Myron Kowalsky
Speaker of the Saskatchewan Legislative Assembly
Room 129, Legislative Building
Regina, SK S4S 0A2

Dear Mr. Speaker:

I am pleased to present to you the Legislative Library Annual Report for the period ending March 31, 2006 for tabling in the Legislative Assembly.

This report highlights accomplishments made during the fiscal year April 1, 2005 to March 31, 2006. During this period, the Library was under the leadership of Marian J. Powell, the 10th Legislative Librarian of Saskatchewan, who after 24 years of service, retired in May 2006. I would like to acknowledge Marian's role in the accomplishments highlighted in this report.

During her years of service, Ms. Powell brought the Legislative Library through important advances. She has left the Library a strong and vital institution. Her work will be an example to the librarians who follow.

Highlights of the library service for the report period include:

- The Legislative Library's role as official depository library for Saskatchewan government publications was strengthened by section 81 of *The Legislative Assembly and Executive Council Act, 2005*, which requires Saskatchewan government agencies to deposit all of their electronic publications with the Library.

- The Library took significant steps towards making its library catalogue fully electronic:
  - Catalogue records for the Saskatchewan Local History Collection were put online.
  - Approximately 13,000 catalogue records for older library materials were put online.
  - Approximately ninety percent of the older government publication collections are now online.

- The Library's Collection Development Policy was completely revised and implemented to guide materials selection and retention decisions.

- Two industrial dehumidifiers were installed in the mobile storage facility in the Walter Scott Building in order to create improved humidity control.

Sincerely,

Melissa Bennett

Melissa Bennett
Legislative Librarian

MB/kh

# Table of Contents

**Section 1 Organizational Overview**

1.1 Mandate, Roles and Responsibilities ..... 7
1.2 Planning Context ..... 7
1.2.1 The Legislative Assembly Service Draft Strategic Plan ..... 7
1.2.2 Current Challenges ..... 10

**Section 2 Organizational Performance**

2.1 Accomplishments by Goal ..... 11
2.1.1 Foster an Effective Legislature ..... 11
2.1.2 Provide Improved Services to MLAs ..... 11
2.1.3 Sustain and Enhance the Institution of Parliament ..... 17
2.1.4 Be an Effective Responsive Organization ..... 22

**Section 3 Other Information**

3.1 Legislative Library Staff ..... 24
3.2 Organization Chart ..... 25
3.3 Statistical Summary ..... 26
3.4 Information Kits Prepared to Support Delegate Attendance at Parliamentary Conferences and Seminars 2005-2006 ..... 27
3.5 Clientele and Service Policy ..... 28

*Ivana Ruzic, Support Services Assistant, receives her 10 year long service award from Mr. Speaker on June 21, 2005*

*Local History Display in the Reading Room during Saskatchewan Library Week, October 17-21, 2005*

*Marian Powell addresses members of the Saskatchewan Genealogical Society in the Reading Room, October 21, 2005*

*Mr. John E. Brockelbank presents Marian Powell with his special collection of Commonwealth Parliamentary Association stamps and first day covers, September 2005*

Photo credits: Arnold McKenzie & Kim Hagel

# SECTION 1: Organizational Overview

## 1.1 Mandate, Roles and Responsibilities

The Library's mission is to further the parliamentary process in Saskatchewan by providing confidential non-partisan leading edge information services to the Legislative Assembly, to maintain and develop the research and legislative collection, and to ensure this collection's present and future accessibility to parliamentarians, the Saskatchewan public, and the civil service. The Legislative Library is governed by Sections 80 and 81 of *The Legislative Assembly and Executive Council Act 2005* and by the *Rules and Procedures of the Legislative Assembly.*

The modern mandate of the Legislative Library was established by the Assembly's adoption of the recommendations in the Report of the Special Committee on the Review of the Legislative Library, 1981. The recommendations specify that:

- *The principal role of the Legislative Library is to provide a parliamentary library service to all Members of the Legislative Assembly and their staff.*
- *The secondary role of the Legislative Library is to serve the people of Saskatchewan by making available the benefits of this special research and legislative collection, where these benefits cannot be obtained elsewhere.*
- *Relative to other government departments or departmental libraries, the Legislative Library should continue its co-operative and helpful relationship, without assuming any senior, authoritative or managerial responsibilities for these libraries.*

Given this broad mandate, the Library has clarified its priorities and policies to ensure the precedence of Members and Officials of the Legislative Assembly (see Section 3.5: Clientele and Service Policy).

**Priority Service to MLAs**

The Library strives to serve all sectors of its mandate, while giving priority to legislative clients. Twenty-four hour access is available to MLAs through the Library's answering machine, fax machine, and e-mail (reference@legassembly.sk.ca). Members of the Legislative Assembly receive priority over any other clients in determination of work scheduling.

## 1.2 Planning Context

### 1.2.1 The Legislative Assembly Service Draft Strategic Plan

The Library operates within the framework of the Legislative Assembly Service draft strategic plan. The draft plan includes four high level goals. All of the activities carried out by the Library move the service forward on one of the following fronts:

- Goal #1: Foster an effective legislature
- Goal #2: Provide improved services to MLAs
- Goal #3: Sustain and enhance the institution of parliament
- Goal #4: Be an effective responsive organization

As part of its ongoing commitment to the Legislative Assembly Service strategic planning initiative, and keeping in mind the mandate, roles and responsibilities authorized by the Legislative Assembly, the Library has articulated its mission as follows:

> *The Legislative Library supports the Saskatchewan Legislative Assembly and its Members by delivering accurate, timely and non-partisan information services and by selecting, acquiring, organizing, preserving, and providing access to appropriate material resources to support such services.*
>
> *The Library serves the citizens of Saskatchewan by making available the benefits of its specialized research and legislative collection where these benefits cannot be obtained elsewhere, and by establishing and maintaining co-operative and helpful relationships with other government departments or departmental libraries.*

For the past few years the Library, along with the other branches of the Legislative Assembly Service, has provided the Board of Internal Economy with a statement of goals and objectives for the coming fiscal year to accompany the Legislative Assembly Service budget request. In the 2004/2005 estimates document, the Library articulated five long-term goals that will take several years to achieve, given adequate financial and human resources. The following chart relates those five library goals to the related organizational goals of the Legislative Assembly Service and summarizes the progress made to the end of the report year:

| **Legislative Assembly Service Goal #2: Provide Improved Service to MLAs** | | |
|---|---|---|
| **Legislative Assembly Service Objective** | **Library Goal** | **Status as of March 31, 2006** |
| Improve use of information and communication technology to improve quality and timeliness of information and advice to Members. | The catalogue of the Library's collection will be fully electronic by the end of 2006/2007. | Catalogue records for all of the Library's local history collection are online.<br>Approximately 13,000 records for older books have been added to the database, representing slightly more than half of the total to be done.<br>Approximately 90% of the older government publications collection are now included in the database.<br>Planning for the remainder of the project has been completed. |

| Legislative Assembly Service Goal #2: Provide Improved Service to MLAs (cont.) | | |
|---|---|---|
| **Legislative Assembly Service Objective** | **Library Goal** | **Status as of March 31, 2006** |
| Improve use of information and communication technology to improve quality and timeliness of information and advice to Members (continued). | Implement an automated reference intake and tracking system by the end of 2007/2008. | Preliminary research underway on design requirements for a system scaled to suit local needs and compatible with local systems environment.<br>Work on output requirements continues. |
| Continual improvement in financial and material resources and services to Members. | A modern collection development policy by 2005/2006. | Policy completed and implemented to guide selection and retention decisions. |
| **Legislative Assembly Service Goal #4: Be an Effective, Responsive Organization** | | |
| **Legislative Assembly Service Objective** | **Library Goal** | **Status as of March 31, 2006** |
| Improve our ability to deal with emerging issues. | Develop a long-range plan for managing future collection space requirements by 2006/2007. | Identified space issues/threats in room 234 and rare book vault.<br>Regularized automated collection of humidity and temperature data in both buildings.<br>Purchased and installed two industrial dehumidifiers in the mobile storage facility in the Walter Scott Building. |
| | A comprehensive Library disaster plan in place by the end of 2008/2009. | Timeline for developing several key disaster recovery plan elements is in place.<br>Loose-leaf disaster recovery manual documenting lines of communication and key internal and external contacts distributed to all Library staff. |

The specific goals identified in the above table do not address the performance of the routine core work of the Library, which is detailed in the following pages, along with other opportunities which arose and milestones which were achieved during the report period.

### 1.2.2 Current Challenges

- In February Legislative Librarian Marian Powell announced her intention to retire effective early in the next fiscal year. One of the challenges facing the incoming Legislative Librarian will be to sustain and develop the organization in the coming years which could see the departure of more staff members who are currently nearing retirement age.
- Accommodation and physical security of the collections continue to provide challenges. Shelf space in the stack areas in the Legislative Building has been at a premium for many years. Shelf space in the mobile shelving area in the Walter Scott Building is filling up and is not optimally distributed. A major backlog of shelving has developed as a result of the need to shift the entire collection.
- With passage of *The Legislative Assembly and Executive Council Act 2005* the Library assumes an added mandate to be the official depository library for electronic Saskatchewan government publications. Challenges ahead are the creation of a repository to organize, preserve and ensure accessibility of electronic Saskatchewan government publications, and assessment of collection strategies and approaches in the context of increased electronic publications.
- Demands on legislators are changing. Recent committee reform is likely to create more in-depth and complex research needs.

*Collection accommodation challenge: full shelves in the publicly-accessible stack area in Room 234.*

Photo credits: Kim Hagel

# SECTION 2: Organizational Performance

The Legislative Assembly Service draft strategic plan identifies a number of objectives under each of its four primary goals. The Library's contributions toward the achievement of these objectives during the current report year are detailed below. The objectives are taken in the order in which they appear in the Legislative Assembly Service draft strategic plan, which does not necessarily reflect the priority given to the work by the Library.

## 2.1 Accomplishments by Goal

### 2.1.1 Goal 1: Foster an effective legislature

***Objective: Best practices—learn from developments in other legislatures***

- The Legislative Library, with the support of the Information Systems Branch, has hosted a listserv for Canadian legislative library directors and web site for the Association of Parliamentary Libraries in Canada (APLIC) since 1998. A second listserv, APLIC2, for use by APLIC staff below the director level, has been hosted since 2003. These initiatives enable directors and staff of parliamentary libraries across Canada to share news of significant developments and to help each other solve problems.

### 2.1.2 Goal 2: Provide Improved Services to MLAs

- New books, government documents, periodicals, and electronic resources are selected, acquired and catalogued with a view to their potential for enhancing the information services provided to Members.
- Reference and Circulation Services personnel strive to save Members' time by providing reliable, timely responses to the immediate information needs of Members and their staff.
- Members' Services personnel design and compile weekly current awareness packages and scan the marketplace for new electronic service offerings to inform Members of developments in the policy areas of greatest concern to them.

***Objective: Improve use of information and communication technology to improve quality and timeliness of information and advice to Members***

- The Direct User News Service, based on CanWest Interactive's Special Edition product, allows individual Members to have their own private, password-protected accounts on Special Edition so that they can monitor news on any topic they choose, in complete privacy. Members access the service in a number of different ways – on the web, by means of e-mail alerts, or through the Members' E-Services Portal (where the service is identified as "Special Edition").

**Performance indicator:**

- 45 Members or Members' assistants and senior legislative officials were registered for the Direct User News Service at the end of the current report year.

- The Library continues as a founding partner of the Regina Library Information Network (RegLIN), a multi-library, multi-institutional computer network for automated library services incorporated under the *Saskatchewan Non-Profit Corporations Act*. The Legislative Librarian is Vice-Chair of this consortium. RegLIN member libraries cost-share the ongoing maintenance and development of the Endeavor Voyager integrated library system. The holdings of the five member libraries can be searched using the Voyager catalogue interface. Online access to these collections enables the Library to identify and quickly acquire relevant, locally owned materials to meet Members' needs.

- The Library continues to participate in the Multitype Library Board's Multitype Database Licensing Program (MDLP) in which funds from libraries and educational institutions throughout the province are pooled in order to purchase access to a wide variety of electronic information products for registered clients of all participating libraries. Members and their staff can access these products from anywhere in the world by going to the Library's web site and logging on with the barcode number from their library cards. Some of the products have an alerting feature that automatically repeat specific searches at stated intervals and e-mail the results to the user, thereby saving them considerable time and effort in monitoring topics of interest to them.

**Impact Statement:**

- "I also want to thank you for showing me ProQuest. I have been using it since the day you showed it to me and have talked to others about using it as well. I have several alerts that work well on a daily basis. Thank you again. This is a wonderful tool that needs to be shown to more people in the building." (Primary client)

- Prior to this report year, many items in the collection could only be located by using the old card catalogues. To conduct a comprehensive search of the Library's collections, staff or clients were required to look in both the online catalogue and in two separate card catalogues, which could double or triple the time required for the task. During the current report year, the Library staff concentrated on incorporating records for all of the books in the local history collection into the online catalogue. Library staff continued to work on adding records for the older parts of the government publications collection and incorporating them into the CODOC scheme that has been used to classify government publications since the early 1980s. Funding was approved for the provision by an outside contractor of records for half of the part of the Library's older collection that is classified in the Dewey Decimal Classification. The remainder of the Dewey materials as well as a collection of approximately 2,700 law books remain to be done in the coming fiscal year if funding levels continue.

**Performance indicators:**

- 100% of the Library's collection of Saskatchewan local histories are now in the online catalogue.
- Approximately 90% of the older government publications collection are now in the online catalogue.
- 13,000 older catalogue records were added to the online catalogue, slightly more than 50% of the target collection.

***Objective: Continual improvement in financial and material resources and services to Members***

**The Collection**

- The Library's collection is the primary material resource that the Library provides to Members. This collection is developed specifically to meet the information needs of Members. All of the services provided to Members and other Library clients are founded on the materials in the collection, whether these are in print, microform, or electronic format. Many of these materials are owned outright and are freely available on the shelves, but an increasingly important part of the collection, comprising most of the fee-based electronic resources, are merely licensed for specific periods of time, either by the Library itself or by a purchasing consortium such as the Multitype Library Database Licensing Project in which this Library participates.
- One of the long-term goals set by the Library was to review the Collection Policy and to draft revisions reflecting the increased importance of electronic materials. The existing policy has not been reviewed since it was adopted by the Board of Internal Economy in 1983. In March 2006, after two years of work, the revision was complete and the revised policy now guides the staff in making selection and retention decisions.
- The Library's Saskatchewan local history collection was targeted for special development during the current report year. The Saskatchewan local history collection offers unique documentation of the history and cultural life of the people of Saskatchewan. The Saskatchewan local history collection is extensive and is heavily used by MLAs. Although the Library staff take care to acquire any new publications in this genre there are still many local histories that are not in the collection. They are difficult to track down, and many are out of print and no longer available at all. Reference and Support Services staff continued the work they began the previous year to identify and acquire local histories missing from the collection to make the collection as comprehensive as possible and to be able to respond to Members' increased interest in Saskatchewan historical materials as a result of this year's centennial celebrations. Staff members are also compiling a publication listing all of the Saskatchewan local histories in the collection and expect to publish it early in the next fiscal year.

## Managing the Collection

- Staff in the Library's Support Services section specialize in acquiring, organizing, preserving, and providing access to the information resources selected by the librarians.

**Performance indicators:**

- Library staff added 9,596 new book volumes to the collection during the report year and checked in 40,572 issues of newspapers and magazines.
- Library staff transferred catalogue information for 13,296 items from the old card catalogues to the online catalogue.
- The total number of titles added to the online catalogue, including those transferred from the old card catalogues was 16,707.
- Staff redesigned procedures for handling new materials to eliminate backlogs that delay the availability of materials to library clients.

The Support Services staff devotes much effort to upgrading and maintaining the quality of the online catalogue database on the Voyager system. For example, whenever a book is transferred from one part of the Library to another, a staff member has to update the corresponding record in the database so that the correct location of the item is displayed when a user looks it up in the catalogue. The limited space for collections in the Legislative Building means that transfers of materials to other locations and the work needed to maintain accurate location information in the online catalogue is an ongoing and significant task.

**Performance indicator:**

- Library staff updated or upgraded 20,306 records in the catalogue database in the current report year.

- The Library collection benefits from participation in several duplicate exchange programs. One such exchange program is carried out by member libraries within the Commonwealth Parliamentary Association. Another is the Canadian Book Exchange Centre (CBEC) of Library and Archives Canada. In the past two years, the Library has saved approximately $3,000 because needed items were offered on exchange by these two programs. CBEC is also an invaluable partner in making the Legislative Library's surplus materials available to other Canadian libraries that need them, saving the Library staff time for listing the materials and publicizing their availability as well as freeing up much-needed shelf space.

**Linking the Collection to the MLA: Reference and Current Awareness Services**

- Two sections of the Library -- Reference Services and Members' Services -- are devoted to making the connection between the Library's rich information resources and the Members and Members' personal staff.
    - The Reference Services section responds to Members' immediate needs for specific information required to carry out their work in their caucus, their constituencies, the Chamber and in committees. This section also maintains the Library's web site which provides Members and their staff with access to a wide range of licensed electronic information products and a variety of fact sheets and bibliographies created and maintained by the Reference librarians. The section also provides training and orientation to new staff so that they can use the Library and its resources more effectively in doing their work for the Members.

**Performance indicators:**

- Reference librarians answered 2,375 questions and conducted 2,620 computer searches for Members and other clients.
- Staff loaned 5,364 items from the collection to Members and other clients. They borrowed 171 items from other libraries on behalf of clients, and lent 261 items to other libraries.
- The Director of Reference Services was invited to the winter meeting of the NDP constituency assistants to tell them about Library resources and services. Several constituency assistants registered for Library cards as a result.
- Library staff updated several of the fact sheets and bibliographies available on the Library's web site and created a new fact sheet on *Saskatchewan Women in Cabinet*.

**Impact Statements:**

- "Mr. Speaker, I've got to share this … when I approached the library for some information on Gladys Strum, I was pleasantly surprised when I asked them to put together some information so I'd have some background. And inside of 15 minutes I had an envelope … with about 3 inches thick information on Gladys Strum" (*Saskatchewan Hansard, December 2, 2005, p. 543*).
- "I want to thank you for the information you provided to me so quickly. I was able to review the information and use it at my meeting … this morning" (*Legislative Assembly official*).

- The Members' Services section anticipates Members' information needs by providing a variety of current awareness services that alert Members to new materials matching their individual personal interest profiles.
    - One important purpose of the Members' Current Awareness service is to make Members aware of new resources that have been added to the collection in their personal areas of interest. The magazine title page service, the new book alerts service, and the weekly profiled database scans all serve this purpose. The Members' Newsletter also highlights recommended reading on topics of more general interest to all Members.

**Performance indicators:**

- At the end of the report year, 23 clients had interest profiles running weekly against a number of commercial databases. Clients requested 46,819 complete articles from the news headline citations received through this service.
- 34 clients received the magazine contents page service. 3,522 tables of contents were distributed to these clients during this report year.
- 32 clients were being alerted to the arrival of new books matching their personal interest profiles. 5,607 new book alerts were distributed to this group.
- 4 issues of the Members' Newsletter were produced. A special feature of the Newsletter during this centennial year was a series of Centennial Library Selections, in which 100 items from the Library's collection — one published in each of the province's 100 years of history — were highlighted.

**Member's comments on current awareness services:**

- "This is super. Thanks very much for the quick turn-around on this!"
- "Thank you for the excellent services provided—much appreciated."
- "I really think the library is a terrific library and a great resource."

## Donations to the Collection

- The Legislative Library collection benefits from donations by individuals, associations and government departments. Any donated items which do not correspond to the Library Collection Policy or which duplicate works already in the Library collection are shipped to the Canadian Book Exchange Centre of Library and Archives Canada which makes them available to other libraries.

- Each year the library receives useful donations from the Lieutenant Governor's Office, the Speaker's Office, the Premier's Office, Executive Council offices and the Legislative Assembly Office. During this report year donations were also received from: Mr. John E. Brockelbank, Mr. D.W. Beaubier, the family of Matthew S. Anderson, McCarthy Tétrault LLP, Dr. Michael Jackson, the Canadian Plains Research Center Press, Mr. W.E. Hoffmann, Mr. D. Meldrum, Mrs. M.J. Powell.

### 2.1.3 Goal 3: Sustain and Enhance the Institution of Parliament

The Library's involvement in sustaining and enhancing the institution of Parliament are focused on fulfilling its legislative mandate to serve the public and to make available its specialized resources that are not available elsewhere. The Library's mandate to preserve and make accessible the published heritage of the Saskatchewan government as defined in section 81 of *The Legislative Assembly and Executive Council Act 2005* is the foundation of the most important of these specialized resources. Additional activities in support of this goal include participating in educational activities of the Legislative Assembly Service such as the Parliamentary Program for Public Servants and the Saskatchewan Social Sciences Teachers' Institute on Parliamentary Democracy (SSTI) and maintaining a public web page listing a variety of resources on parliamentary democracy.

**Performance indicators:**

- Reference staff made presentations to three sessions of the Parliamentary Program for Public Servants, attended by 77 participants. Several participants from departments and agencies that do not have libraries of their own subsequently registered as clients of the Legislative Library.
- Reference librarians developed briefing notes on 22 parliamentary topics for inclusion in the educational materials provided to SSTI participants.

**Impact statement:**

- "I look forward to including the other briefing notes. The work you are doing has certainly added a new level of quality to the institute" (*SSTI coordinator*).

The Library also receives many invitations for staff to participate in a consultative capacity in the work of various interdepartmental committees in executive government, and accepts these invitations in the spirit of its mandate to maintain co-operative and helpful relationships with other departments or departmental libraries.

***Objective: Foster awareness and knowledge of the Legislature***

- One of the actions identified under this objective in the draft Legislative Assembly Service strategic plan was to establish visual identity and communication standards for all public communications. During the current report year Assistant Legislative Librarian Pat Kolesar continued to lead the Communication and Visual Standards Policy Development Project Team as the group worked to articulate broad strategic communication goals for the Legislative Assembly Service. The group presented its Communication Strategy Overview to the Clerk in October, 2005.

- The library staff contributed to many support activities that helped to make the 60th Annual Meeting of the Midwestern Legislative Conference a resounding success. Library participation ranged from researching and producing briefing kits to greeting delegates at the airport, staffing hotel information desks, providing transportation services to delegates, and serving refreshments at receptions. The staff members who remained on duty in the Library during the conference did double duty filling in for those who were volunteering their services at the conference venue.

- The Saskatchewan Legislative Internship Program helps to foster a strong knowledge of the Legislature among young people from the province's universities. The Library staff makes a special effort to assist participants in the program in their work for Members. Legislative Librarian Marian Powell and Reference and Electronic Resources Librarian Jane Blackett conducted an orientation to the Library for the new group of interns on January 10, 2006.

- The public's awareness and understanding of the Legislature are enhanced by the many special displays that are mounted throughout the building during the year. Library staff members Kim Heidebrecht and Liza Leutenegger's skills in producing attractive educational displays are being utilized by other branches of the Legislative Assembly Service besides the Library. During the current report year, Kim and Liza created displays for the Canadian Sergeant-at-Arms Association conference, Remembrance Day and Veteran's Week commemorations, and the 100th anniversary of the first Legislative Session of March 29, 1906 in addition to the displays they prepared for the Library.

- The Legislative Library receives many visitors each year ranging from dignitaries to children on school outings. Most of the school visit groups to the Legislative Building visit the Library. Of note during this period was a visit by Karin Wees, great-granddaughter of Matthew S. Anderson, an early advocate of a collective model of health care. Ms. Wees presented the Library with a copy of a new edition of Anderson's book, *Bold Experiment.*

- The Library was pleased to assist the Commonwealth Parliamentary Association (CPA), Saskatchewan Branch in its efforts to promote knowledge and understanding of parliamentary democracy by providing a home for a very special collection of stamps and first day covers donated to CPA by Mr. John E. Brockelbank, former Saskatchewan MLA, Cabinet minister, and Speaker of the Legislative Assembly. The stamps in the collection commemorate the hosting of the Commonwealth Parliamentary Conference by the issuing nations. The collection is kept in the Library's rare book vault. Parliamentarians, philatelists, and the general public are welcome to ask the staff to retrieve the album for their perusal.

- The Library staff raises public awareness of the Legislature within its own professional community by participating in educational activities such as local conferences. During the current report year, Members' Services Librarian Maria Swarbrick concluded a two-year term as Saskatchewan Director of the Western Canada Chapter of the Special Libraries Association (SLA). During her directorship, Maria arranged for the presentation of numerous SLA professional development seminars to staff of special libraries in Regina, providing them with opportunities to visit the Legislative Building and the Library in addition to attending the seminars.

- The Saskatchewan Library Association hosted the official launch of Saskatchewan Library Week 2005 in the Reading Room of the Legislative Library on October 17, 2005. Guests included Hon. Andrew Thomson, Minister of Learning, and representatives of the City of Regina, local media, authors, and the local library community. Legislative Library Administrative Assistant Kim Hagel once again played a key role in coordinating local arrangements for this event which provided an opportunity for approximately 40 guests to visit with Library staff and learn about the specialized work done by the Library.

- The Library was the site of a reception to mark the publication of the *Encyclopedia of Saskatchewan* on November 23, 2005. The University of Regina Canadian Plains Research Center Press presented numbered, limited edition leather bound copies of the work to the Premier, the Leader of the Opposition, the Speaker, the Leader of the Liberal Party, Members of the Legislature, and the Legislative Library.

- Reference staff created a new brochure entitled *Client Services* which summarizes the services offered by the Library and has proven very popular with new staff in the Legislative Building and with the general public.

***Objective: Enhance Members' Professional Development Opportunities***

- The Library provides Members attending legislative conferences with briefing kits consisting of documents dealing with procedural and topical information appropriate to the conference program. The information generally takes the form of current magazine, book and newspaper articles representing a balance of opinion on the topics under discussion at the conference. The kits are prepared under the direction of the Members' Services Librarian, and many staff members contribute in different ways. Member comments on the kit evaluation forms indicate appreciation of the value added to the information through the selection and organization activities of the Library staff.

  The collaboration of staff from the Library and the staff of Saskatchewan Government Relations in the production of the briefing kit for the Midwestern Legislative Conference continues. This marks the fourth year in which Government Relations and Members' Services have worked together to produce a joint Library-Government Relations kit for this annual conference.

**Performance indicator**:

- Kits were prepared for 53 delegates to 4 conferences and an additional 10 copies of the kit for the Midwestern Legislative Conference were produced for Saskatchewan Government Relations. A full list of the conferences supported is provided in section 3.4 of this report.

***Objective: Sustain mandated services to external stakeholders.***

This objective is not part of the overall Legislative Assembly Service draft strategic plan. It has been added by the Library with the approval of the Clerk, in order to recognize the effort required to fulfill the parts of the Library's legislated mandate that do not specifically address the information needs of Members.

- **Saskatchewan Government Publications Deposit**

  *The Legislative Assembly and Executive Council Act 2005* which came into effect on April 1, 2005 included a significant amendment for the Library. Under section 81 of the Act, all Saskatchewan government departments, boards, commissions and agencies are required to deposit with the Legislative Library eight copies of all print publications and one copy of all electronic publications issued under their authority to the public. This represents a significant change from the 1982 legislation which required the deposit of only 6 print copies and did not address the issue of electronic publishing. The new Act also shortens the time within which the publishing agencies must deposit their publications and makes it explicit that both free and priced publications, as well as those co-published with a commercial publisher are covered by the legislation. The additional print copies will permit the Library to provide more copies to exchange partners which helps to ensure the preservation of the published record of the activities of the Saskatchewan government.

**Performance indicator**:

- In the current report period, Saskatchewan government agencies deposited 1,068 monograph and serial titles.

The inclusion of electronic publications among the materials to be deposited with the Legislative Library will require the creation of an electronic document repository in which these materials can be stored and organized for retrieval by Library staff and clients. During this report year, a repository project plan was developed and research was conducted to identify possible models and best practices for creating and sustaining such a repository. Preliminary meetings were held with the Information Systems Branch to discuss technical aspects of the repository. Communication with government agencies is a key element of the success of this project. By the end of the report year, plans were in place for high-level communication of the new deposit requirements to senior executives in the departments to ensure their understanding of the requirements and to encourage and improve compliance.

- **Serving government departments and the people of Saskatchewan**

  After the needs of Members have been met, the Library assists the public by providing information from its specialized collections. Libraries in departments of executive government, as well as civil servants in departments that lack libraries of their own, also make use of the Legislative Library.

**Performance indicators**:

- Library staff handled 1,070 information requests from civil servants, lawyers, students, the press, and members of the public.
- The Legislative Librarian welcomed 17 members of the Saskatchewan Genealogical Society (SGS) for a tour and a presentation on materials in the Library's collection that are of interest to genealogists on October 21, 2005. At the same time, several of the reference librarians attended an SGS seminar designed to improve their skills in assisting clients doing genealogical research.
- The Library's Director of Reference Services and senior staff in Executive Council worked together to make senior civil servants engaged in policy development aware of Library resources and services that are available to assist in their work.

**Impact statements**:

- "I must say the cooperation and indulgence shown me by you and your colleagues is most gratifying. This is at least the third time that I have suggested an acquisition and the Library has invariably accommodated me! . . . Thanks as always, this Library is truly a reader's gem." *(Saskatchewan civil servant)*
- "Many thanks for the infor[mation]. It was very useful & interesting!" *(Saskatchewan civil servant)*
- "What you provided was exactly what we needed to know. You were very helpful and especially so in that you told me how you found what you found." *(Library manager in a Saskatchewan law firm)*
- "Thank you very much for all your help with my request . . . . I was able to present it to my patron this morning, thanks to your speedy response. I appreciate the time and effort that you made for it. *(Alberta Legislature Library staff member)*

**Impact statement**: Occasionally there is a considerable time lag between the provision of services by Library staff and the conclusion of the client's work, and an even longer time before the acknowledgement of the impact of the Library's contribution is brought to the staff's attention. Staff recently noticed the following tribute in a book published in 2004:

- "And then there was Michele Howland of the Legislative Library of Saskatchewan, to whom I turned for the most arcane facts during the writing and revising of the book. Michele not only answered my questions, but she always did so within a larger context – one that informed me and informs the narrative. Thank you, Michele." *(A.W. Johnson, Dream No Little Dreams, Acknowledgements, p. xxxviii.)*

In addition to answering the specific information requests directed to the Library by the civil service and the public, the Library staff maintains several pages on the Legislative Assembly's public web site where the public can go to obtain answers to some of the most commonly-asked questions.

**Performance Indicators**:

- During the current report year 60,032 visitors viewed the Library's pages on the Assembly web site.
- The Library's most popular web page continues to be the *Premiers of Canada* page, which received 4,087 visits. Visitors spent an average of 4.38 minutes viewing this page.

### 2.1.4 Goal 4: Be an Effective Responsive Organization

***Objective: Improve internal communication and knowledge transfer***

- The Library staff appreciates opportunities to participate in cross-branch activities with their colleagues in the Legislative Assembly Service. Their involvement in the Communication and Visual Standards Policy Development Project has been detailed elsewhere in this report.
- The Library continued to participate in the work of the Computer Management Committee which provides advice and makes recommendations concerning information technology policies, standards and practices, and assists the Clerk in making timely and appropriate institutional decisions on major information technology strategies, priorities, investments, and the information systems budgetary estimates. Assistant Legislative Librarian Pat Kolesar is a member of this committee.

- Library staff members have always participated on a voluntary basis in cross-branch committees that work to create a happier and healthier workplace for everyone in the Legislative Assembly Service. Among these groups are the Social Committee (including Library representative Liza Leutenegger) and the Occupational Health and Safety Committee (including long-time staff representative Gina Abel who was replaced by Kim Heidebrecht during this report year).

***Objective: Maximize the potential of each employee***

- The Library is proud of the loyalty and dedication of every one of its staff. Each year we join our colleagues in legislative service to celebrate those who have achieved milestones in long service to the Assembly. On June 21, 2005, Ivana Ruzic received the long service award honouring her 10 years of service.

- The Legislative Librarian and Assistant Legislative Librarian were invited by the Provincial Librarian to join a group of managers and staff from the Provincial Library, the Public Service Commission, SIAST, and the Information Technology Office in developing a competency profile for in-scope professional librarians in the provincial public service. The work is expected to be completed in the next report year. Participation in this initiative provides a baseline of recognition by the public sector for the professional skills and competencies of librarians. It promotes recognition of the value and impact of librarians and will help to ensure appropriate classification levels for librarians.

- Shannon Hynds, Pamela Yungwirth, and Justin Wong, three part-time employees who had been with the Library for several years left to pursue careers in their chosen fields.

- The Library welcomed Amber Bumphrey and David Sealy to non-permanent positions as Support Services Assistant and Members' Services Assistant, respectively.

***Objective: Improve our ability to deal with emergent issues***

- Library managers participated in a teleconference on library disaster planning in December 2005. Subsequently they created a timeline for developing several key disaster recovery plan elements. All Library staff members have received loose-leaf disaster recovery manuals currently containing instructions on lines of communication and lists of key internal and external contacts.

## SECTION 3: Other Information

### 3.1 Legislative Library Staff

The Legislative Library has a permanent staff establishment of fifteen persons.

**As of March 31, 2006 the following persons were members of the permanent staff:**

Marian J. Powell, B.A., B.L.S.
Legislative Librarian

Kim Hagel
Administrative Assistant to the
Legislative Librarian

Patricia M. Kolesar, B.A. (Hons.), M.L.S.
Assistant Legislative Librarian

Bette Desjarlais, B.Ed., M.L.I.S.
Director of Support Services

Leslie J. F. Polsom, B.A., M.L.I.S.
Director of Reference Services

Maria Swarbrick, B.A., M.L.I.S.,
Law Clerk Certification
Members' Services Librarian

Jane Blackett, B.A., M.L.S.
Reference and Electronic Resources Librarian

Tim C. Prince, B.A., M.L.S.
Reference Librarian

Gina Abel, Library Technician Certificate
Support Services Manager

Kim Heidebrecht, Library and Information
Technology Diploma
Client Services Manager

Anne Hoffmann, Library Technician Certificate
Support Services Technician

Chris Oxman, Library and Information
Technology Diploma
Support Services Technician

Faye Prince, Library Technician Certificate
Government Publications Technician

Liza Leutenegger, B.A.
Client Services Assistant

Ivana Ruzic, Bachelor of Law
Support Services Assistant

**The following people were employed on a non-permanent basis:**

Amber Bumphrey
Support Services Assistant

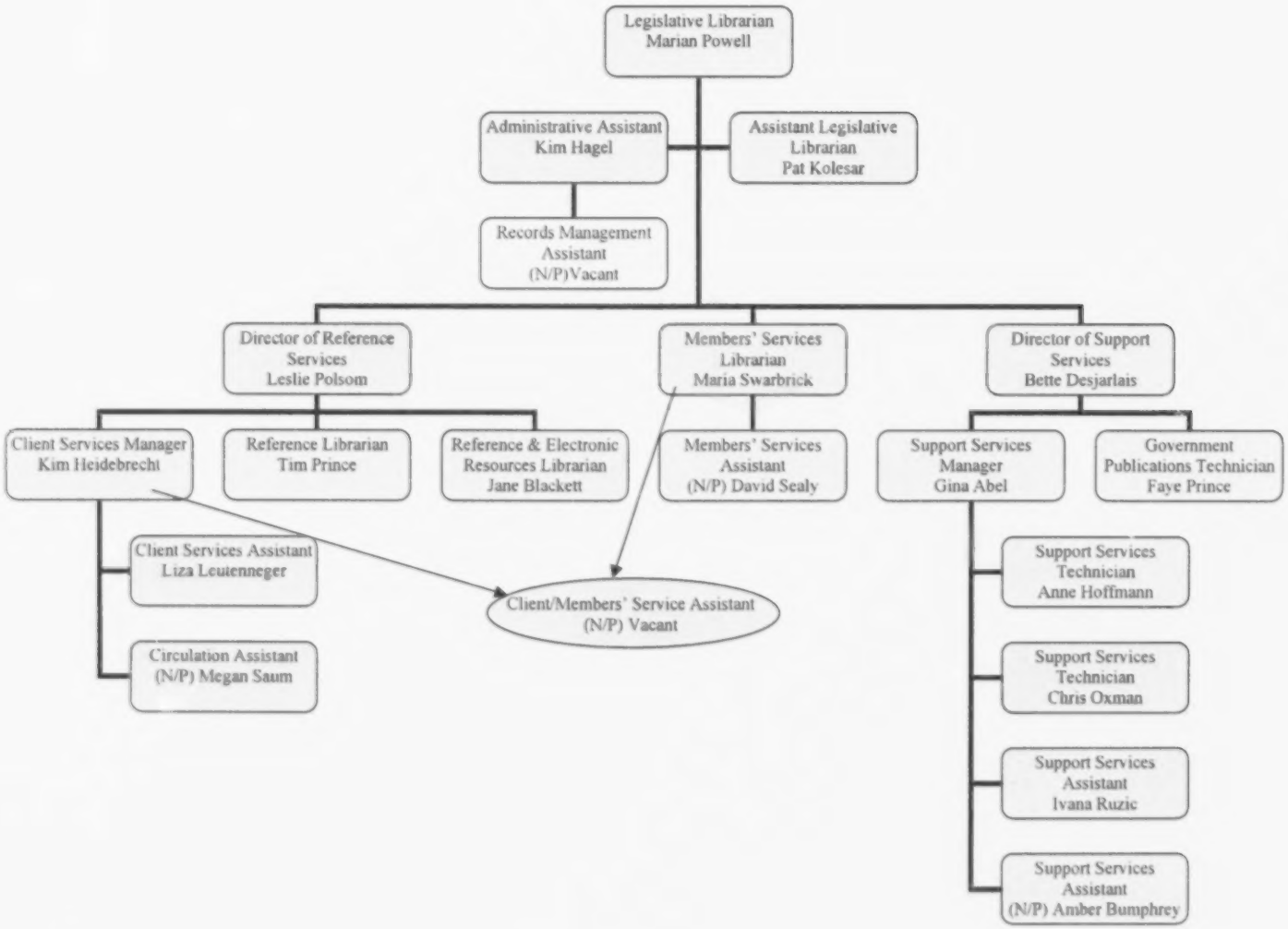
Megan Saum, B.Admin
Client Services Assistant

David Sealy
Members' Services Assistant

**Resignations From Non-Permanent Staff:**

Shannon Hynds, Support Services Assistant
Justin Wong, Client Services Assistant
Pamela Yungwirth, Members' Services Assistant

## 3.2 Saskatchewan Legislative Library Organization Chart as of March 31, 2006



## 3.3 Statistical Summary

| Statistical Summary | 2003/2004[1] | 2004/2005 | 2005/2006 |
|---|---|---|---|
| **Reference and Circulation Services** | | | |
| Reference Inquiries | 2680 | 2559 | 2375 |
| Computer Searches | 2651 | 2673 | 2620 |
| Photocopy Services to Clients (copies) | 20137 | 18126[2] | 20560 |
| | | | |
| Out of Library Circulation | 3735 | 4971 | 5364 |
| In-Library Use | 7329 | 7676 | 8680 |
| Total Circulation | 11064 | 12647 | 14044 |
| | | | |
| Interlibrary Loans Borrowed for Library Clientele | 305 | 163 | 171 |
| Interlibrary Loans Requested by Other Libraries | 297 | 306 | 261 |
| Total Interlibrary Loans | 602 | 469 | 432 |
| | | | |
| **Members' Current Awareness Services** | | | |
| Electronic News Clipping Service (articles provided) | 46028[3] | 51760 | 46819 |
| Periodical Contents Service (title pages provided) | 2557 | 3742 | 3522 |
| News Headlines Service/Online !nformation (citations provided) | 37347 | 46067 | 37196 |
| New Book Alert (title pages provided) | 5518 | 5668 | 5607 |
| Direct User News Service/Special Edition (registered clients) | 31[4] | 28 | 45 |
| | | | |
| **Support Services** | | | |
| Materials ordered (titles) | 1182 | 1182 | 1007 |
| Government Publications Received (items) | 29312 | 29568 | 25622 |
| Serials and Periodicals Received (items) | 20123 | 14049 | 15328 |
| Cataloguing (titles) | 6322 | 7067 | 16707[5] |
| Binding (volumes) | 107 | 118 | 105 |
| Materials Withdrawn (items) | 11030 | 21580 | 16607 |
| Listed for Duplicate Exchange | 688 | 363 | 587 |
| Distributed on Exchange | 313 | 85 | 226 |
| | | | |
| **Saskatchewan Deposit Program** | | | |
| Government Publications Received (titles) | 1170 | 1527 | 1068 |
| Government Publications Sent to Micromedia | 840 | 654 | 651 |

[1] Election November 5, 2003
[2] Erroneously reported in 2004/2005 Annual Report as 11902
[3] May 2003 was the first month that the current awareness newspaper articles were all produced from electronic service
[4] New service introduced April 2003
[5] Includes titles transferred from card catalogue to online catalogue in first year of 2-year catalogue conversion project.

## 3.4 Information Kits Prepared to Support Delegate Attendance at Parliamentary Conferences and Seminars 2005-2006

**11th Annual Bowhay Institute for Legislative Leadership Development**
**Madison, Wisconsin**
July 8 - 12, 2005

Delegates: Hon. Pat Atkinson
Mr. Wayne Elhard

**CPA Canadian Regional Conference**
**St. John's, Newfoundland**
July 19 – 24, 2005

Delegates: Mr. Ron Harper
Ms. Judy Junor
Ms. Iris Lang
Mr. Glen Hart
Mr. Delbert Kirsch
Mr. Warren McCall

**60th Annual Meeting of the Midwestern Legislative Conference**
**Regina, Saskatchewan**
July 31 – August 3, 2005

In July 2005 the Saskatchewan Legislative Assembly hosted the 60th Annual Meeting of the Midwestern Legislative Conference.

Delegates: Hon. Speaker Kowalsky
Hon. Pat Atkinson
Mr. Lon Borgerson
Mr. Ken Cheveldayoff
Mr. Dan D'Autremont
Ms. June Draude
Mr. Wayne Elhard
Mr. Glenn Hagel
Ms. Donna Harpauer
Mr. Elwin Hermanson
Mr. D.F. Huyghebaert
Mr. Allan Kerpan
Mr. Eldon Lautermilch
Mr. Don McMorris
Hon. John Nilson
Hon. Maynard Sonntag
Hon. Len Taylor
Mr. Don Toth
Mr. Milton Wakefield
Hon. Mark Wartman
Mr. Graham Addley
Ms. Brenda Bakken Lackey
Mr. Greg P. Brkich
Hon. Eric Cline
Mr. Jason Dearborn
Ms. Doreen Eagles
Hon. David Forbes
Ms. Doreen Hamilton
Mr. Glen Hart
Hon. Debra Higgins
Ms. Judy Junor
Mr. Ken Krawetz
Mr. Warren McCall
Mr. Don Morgan
Ms. Gwenn Ronyk
Mr. Lyle Stewart
Hon. Andrew Thompson
Ms. Margaret Tulloch
Mr. Brad Wall
Mr. Randy Weekes

10 copies to Government Relations
3 additional copies provided to other MLAs at conference site

**Commonwealth Parliamentary Association Centre for Legislative Exchange**
**Washington Seminar**
**Washington, D.C. and Annapolis, Maryland**
March 28 - 31, 2006

Delegates: Mr. Ken Cheveldayoff
Mr. Ron Harper

## 3.5 Clientele and Service Policy

### Goal of the Legislative Library

The goal of the Legislative Library is to provide information and reference services to Members of the Legislative Assembly. It strives to achieve this goal by acquiring, cataloguing, servicing and preserving books, newspapers, government publications and other materials to enable Members to carry out their Legislative responsibilities.

### Primary Clientele

The Primary user group of the Legislative Library consists of the Members of the Legislative Assembly, caucus research staff, personal staff of Members, and other legislative servants.

### Primary Clientele

1. Lieutenant Governor's Office
2. Members of the Legislative Assembly
   (a) Members' personal staff
3. Caucus research staff
4. Legislative servants
   (a) Office of the Speaker
   (b) Legislative Assembly Office
      (i) Hansard
      (ii) Television
   (c) Legislative Counsel and Law Clerk's Office
   (d) Provincial Auditor
   (e) Legislative Library
   (f) Ombudsman
   (g) Children's Advocate
   (h) Conflict of Interest Commissioner
   (i) Information and Privacy Commissioner
   (j) Chief Electoral Officer
5. Other departments in the Legislative Building
   (a) Executive Council
   (b) Ministers' Office

### Services

1. Personal borrowing privileges.
2. Interlibrary loan services to acquire necessary materials not available in the Legislative Library.
3. Photocopies and microcopies of library material.
4. Computer information retrieval reference support.
5. Advanced level of reference services.
6. Library information programs such as checklists, accession lists, and other related services.

7. Accelerated acquisitions and delivery of materials using courier, long distance telephone, electronic mail and other similar means. Hand delivery of material to locations in the Legislative Building. Same-day or next-day delivery of materials located off-site or elsewhere in the city.

All service costs are absorbed by the Legislative Library.

**Secondary Clientele**

1. Saskatchewan civil servants
2. Legislative press gallery
3. Courts
4. Universities
5. Researchers
6. Lawyers (private practice)
7. Private business
8. General public

**Services**

1. Use of library materials within the Legislative Library.
   (a) Saskatchewan civil servants are encouraged to use their own departmental libraries, where these exist. Material not available in departmental libraries may be requested using the interlibrary loan process. Where there is no established departmental library, civil servants may request personal borrowing privileges on the understanding that Library rules for loan periods and return of materials will be complied with.
   (b) Researchers from outside the Saskatchewan government requiring access to the Legislative Library for materials not available from other libraries may register as a special borrower for the duration of the research project, on the understanding that the rules for loan periods and return of materials must be complied with.
   (c) All other requests for personal borrowing will be referred to appropriate public or corporate library.
2. Photocopies and microcopies of Library materials at cost.
3. Basic reference service.
4. Provision of Legislative Library material located outside the Legislative Building on a batch basis.

**Established by the Board of Internal Economy 1983**

revised March 2000

*New staff member as of October 11, 2005*
*Amber Bumphrey*
*Support Services Assistant*

*New staff member as of October 11, 2005*
*David Sealy*
*Members' Services Assistant*

*Saskatchewan Legislative Library Staff*
*as of March, 2006*